

MSFC Mandatory and Required Training Request

For adding items to Learning Plans in SATERN

(Discipline Owner use only)

National Aeronautics and
Space Administration



Organization Code:	Requester:	Date:

Course Name and ID:

Communication to Learners:
<p><i>(Example: To meet Executive Order 13423 and satisfy the 2010 requirement, all Marshall Center employees, including civil servants and contractors, will be required to complete an online training course entitled, "MSFC SHE Program Refresher Training.")</i></p> <p><i>This training will appear on SATERN learning plans beginning Friday, January 15, 2010, with a required completion date of Friday, February 26, 2010.</i></p> <p><i>NASA is conducting this training in accordance with Executive Order 13423. If you have questions or need additional information, please contact Judy Milburn at 4-4802 or <Judith.milburn@nasa.gov>.</i></p>

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Date to Roll Out Communication: <i>(One week prior to adding courses to Learning Plans)</i>

Date to Roll Out Course to Learning Plan:	Required Completion Date:

Occurrence/Renewal Frequency: <i>(month, yearly, every three years, etc.)</i>

PROCESS

Step 1: Discipline Owner/Requester initiates request by e-mail or phone call.

Step 2: SATERN Administrator Lead (SAL–Georgann Crump) receives request from Discipline Owner and responds by sending the request form for completion.

Step 3: Discipline Owner completes the request form and returns it to the SAL for processing.

Step 4: SAL generates Curriculum and Assignment Profile, prepares communication to send to INTERCOM (to appear on Inside Marshall, etc., one week before the course is added to Learning Plans) and then propagates the Assignment Profile for the date listed in the communication announcement.

Step 5: When the course is rolled out to Learning Plans, the SAL informs the Discipline Owner.